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FILED: Records - 6 - 1

RETURN TO
RECORDS MANAGEMENT DIVISION

25 April 1956

MEMORANDUM FOR THE RECORD:

SUBJECT: Logistics Office Vital Materials Deposits of
Tabulating Cards

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1. A meeting was held today in Mr. [REDACTED]s office to settle certain questions that were raised in connection with tabulating cards being deposited as vital materials by Logistics Office. Attending the meeting were:

Mr. [REDACTED])	
Mr. [REDACTED])	MACHINE RECORDS DIVISION
Mr. [REDACTED])	
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Miss [REDACTED])	
Mr. C [REDACTED])	LOGISTICS OFFICE
Mr. [REDACTED])	
Mr. [REDACTED])	
Mr. [REDACTED])	RECORDS MANAGEMENT STAFF
Mr. [REDACTED])	
Mr. [REDACTED])	

2. The conclusions reached were as follows:

(a) In the next review of the Logistics Office Vital Materials schedule, Items 31, 32, and 34 will be revised to more clearly reflect that each set of cards is a separate deposit. Also, Item 34 will be revised to indicate that the deposits are listings instead of cards.

(b) The cards deposited under Item 32 will continue to be currently interfiled with those deposited under Item 31. This will require approximately 6 hours collating time monthly. However, it was agreed that this collating could be discontinued if an extra copy of the "Stock on Hand Status Report" (semi-monthly for group 7 and monthly for all others) could be obtained. Machine Records Division is presently testing some 8 part paper and if this proves satisfactory an extra copy will be allocated for deposit.

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(c) Possibly the most important conclusion reached was the realization on the part of the Logistics Office representatives that very limited machine time could be made available to them in an emergency and that they should plan on manual operations to the greatest extent possible.

(d) The Repository will maintain a permanently wired board for Logistics reports. Although a Type 407 tabulating machine is used at headquarters for these reports, the basic information can be obtained with the type 402 machine in use at the repository. The board should be wired to show the same information contained in the listings identified as Item 38 on the deposit schedule. The No. 304 cards should be used in determining the number of columns and location on the cards of the information to be listed.

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Copies to:

Miss [REDACTED]

Mr. [REDACTED]

Mr. [REDACTED]

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